

**MODEL JOB DESCRIPTION
DISTRICT LOGISTICS MANAGEMENT OFFICERS**

SUPERVISORY CONTROLS

Position reports to the District Commander, who establishes general local policy and broad program requirements and objectives. Incumbent has considerable latitude for independent action and decision on both technical and administrative matters pertaining to the planning and execution of the District LMO program. Keeps supervisor routinely apprised of the status and progress of program activities; briefs Commander to clear proposed actions of an unusually controversial nature or which may have significant local impact. Performance is reviewed and evaluated principally in terms of the incumbent's overall effectiveness in managing the logistics management program and in the program's success in meeting the District's needs and its assigned objectives.

MAJOR DUTIES

Serves as the Chief, Logistics Management Office, and the principle advisor to the District Commander on all aspects of logistics management. Plans, programs, allocates resources for, directs and coordinates a wide range of functions such as supply management, material maintenance management, transportation management, and facilities and services management programs to ensure logistics support requirements are met for the district's mission (includes area engineer, operations, and construction project sites) as well as administrative support for employees in an office environment. Employs a broad knowledge of Federal, Department of Defense, Department of Army and Corps of Engineers logistics policies and procedures to ensure adequate logistical support through short and long-range planning. Interfaces with counterparts in other logistics commands/organizations, as required, to ensure appropriate support. Integrates the separate functions in planning and implementing the logistics management program.

1. Mission Support: Plans and develops directives; establishes and maintains policies and procedures for District logistics management programs. Maintains liaison with operating officials to provide advisory services. Performs staff visits and inspections to field activities to provide technical assistance and to monitor status of program execution in all areas of logistics management. Reviews and comments on IG, AAA, HQUSACE, and similar reports and audits concerning logistics matters. Ensures action is taken to correct program deficiencies. Performs logistics internal management control reviews of the District's project sites and operations for compliance and assurance that proper controls are in place, operational, and effective to properly manage all Corps logistics assets. Responsible for managing the District's logistics career programs in the transportation, supply and maintenance management career fields.

a. Manages the logistics programs and develops the logistics portion of master, operational, and contingency plans in support of district's technical missions. Manages development of policies and data for special studies relative to assigned or planned mission changes. Manages the development of logistics operating budget, makes decisions on allocation and reallocation of funds to meet mission needs. Reviews and interprets logistics directives

received from higher headquarters and formulates local policies. Develops procedures and initiates directives providing guidance and instructions. Manages and directs the development, monitoring, coordination, and correlation of District logistics plans to reflect scheduled functional efforts. Determines applicability and appropriate implementation of new LMO missions and functions. Develops logistics management portion of overall District organizational, operational and implementation plans. Responsible for integration of all logistics support for military and civil mobilizations, emergencies, major or catastrophic disasters, and related contingency planning for the District.

b. Responsible for the management and program oversight of the District's three major logistics programs of supply, transportation, and maintenance. These three logistics programs include:

(1) Supply Management. Involves inventory management, property accountability, property authorizations, property disposal to include public sales by sealed bid or auction. Supplies that are acquired, managed and supported include, but are not limited to, varied and complex items such as water craft, amphibians, communications security equipment, commercial design vehicles, construction and engineering equipment, and special purpose equipment.

(2) Transportation Management. Involves specialized transportation programs and functions, to include traffic management, vehicle fleet management, and aviation management. Transportation support includes acquiring, transporting and managing passenger, general and special purpose vehicles such as drilling rigs, generator trailers, mobile cranes, etc.

(3) Maintenance Management. The maintenance program encompasses all mission equipment including, but not limited to, items such as earth moving, grading, loading, and lifting equipment; boats, motors, barges, centrifugal pumps, mowing equipment, and heavy duty, rough terrain loaders. Inherent is the sustainment of equipment in an operational and readiness status to support the Corps' mission.

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2. Logistics Services. Develops, directs and administers plans and procedures, and implements regulations to support continuing and effective logistical operations for organizations and employees primarily in an office environment. Responsible for the formulation of local policies, strategies, goals, alternative measures and significant operational phases and accordance with applicable regulations for each function. Prepares budget plans covering projected logistics services for the District. Serves as the advisor to the District Commander on all logistics services matters.

a. Manages the assigned administrative motor pool. This includes maintaining centralized accountability and control of assigned vehicles, and collecting and analyzing pertinent data on vehicle utilization and maintenance. Manages commercial/Government transportation to include air and leased services for domestic and foreign movement of personnel and freight.

b. Responsible for the procurement, storage, controlling, management and issuance of the assigned administrative supplies, equipment and material. Coordinates the maintenance of office equipment such as typewriters, copiers, facsimile machines, ADP

equipment, etc. Conducts necessary studies and analyses of maintenance problem areas and determines actions necessary to improve services.

c. Manages the assigned real property management program to include all facilities except the civil works project specific property; e.g., locks, dams and power plants. Exercises management oversight for all operations and maintenance of building and utility systems, alterations, building maintenance, janitorial services, space management utilization and control, physical security, energy conservation, fire protection and prevention, and parking to include GSA owned and Corps owned property, and commercial leased property.

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3. Management/Supervision:

a. Establishes program goals and objectives for subordinates and sets priorities. Confers with heads of other units to negotiate and/or coordinate work-related changes. Advises Commander of the unit's work relationship to broader programs. Manages development of policy and program changes to meet changing conditions in program requirements and funding related to specific missions. Furnishes periodic work status reports on logistics management programs. Assigns work to subordinates based on priority, difficulty, and subordinates' capabilities. Makes decisions on work problems referred by subordinate supervisors or detected by data analysis. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages; and plans for long-range staffing needs, including such matters as whether to contract out work. Explains, justifies, and supports work end-products to Commander.

b. Plans work to be accomplished and coordinates work of subordinate supervisors. Interviews candidates and makes selections for subordinate positions in the organization. Has review authority over selections made by subordinate supervisors. Establishes performance standards and makes evaluations for directly supervised subordinate positions. Approves performance standards and evaluations made on positions by subordinate supervisors. Assures timely performance of a satisfactory amount and quality of work. Serves as the deciding official with the authority to approve or disapprove the full range of personnel actions recommended by subordinate supervisors. Approves performance-based awards and bonuses for employees. Administers overall unit training plan. Promotes the Command Affirmative Action Program and other special emphasis programs.

NOTE: First and third-level supervisors should have different management/supervisory authorities described.

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Performs other duties as assigned.

Factor 1 - Program Scope and Effect

Directs the Logistics Management Office for the _____ District. The LMO provides administrative services which support the civil works **and military** mission(s) of the District, which covers all or portions of _____ states. The work of the LMO supports and significantly affects the mission-essential operations of the district.

Factor 2 - Organizational Setting

Incumbent reports, for direction and performance appraisal, directly to the District Commander, who does not supervise at least several subordinate supervisory GS-15 positions or equivalent workload. or

Incumbent reports, for direction and performance appraisal, directly to the District Commander, who supervises _____ GS-15 division chiefs.

Factor 3 - Supervisory and Managerial Authority Exercised

Exercises delegated managerial authority to set a series of annual and multiyear long-range work plans and schedules for in-service or contracted work. Assures subordinate supervisors implement the goals and objectives for the functions they oversee. Determines goals and objectives requiring additional emphasis; determines the best approach or solution for resolving budget shortages; and plans for long-range staffing needs. Exercises all of the basic supervisory authorities and responsibilities regarding work planning and organization, and personnel management. Position uses supervisors to direct work. Serves as the principal advisor to the District Commander and senior district officials on all aspects of logistics management and logistical operations. Assures reasonable equity of performance standards and rating techniques developed by subordinates. Evaluates subordinate supervisors or leaders and serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors. Makes decisions on work problems presented by subordinate supervisors and team leaders. Approves selections for subordinate nonsupervisory positions. Hears and resolves group grievances or serious employee complaints. Reviews and approves serious disciplinary actions involving nonsupervisory subordinates. Makes decisions on nonroutine, costly, or controversial training needs and training requests related to employees of LMO. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Approves performance-based awards and bonuses for employees.

NOTE: First and third-level supervisors will have different managerial/supervisory authorities described.

Factor 4 - Personal Contacts

Contacts include members of the business community and/or the general public, district managers and supervisors, district commander, division and headquarters LMO staff, case workers in Congressional district offices, and technical or operating level employees of Federal, state and local governments. Contacts may be informal, occur in conferences and meetings, or take place through telephone, televised, radio, or similar contacts, and sometimes require non-routine or special preparation.

The purpose of the contacts is to ensure that information provided is accurate and consistent; to plan and coordinate the work of LMO with that of others outside the LMO; and to resolve differences of opinion among managers, supervisors, employees, contractors or others.

Factor 5 - Difficulty of Typical Work Directed

About ____% of the workload is at or above the GS-07 (or GS-09) level.

Factor 6 - Other Conditions

Position directs subordinate supervisors over positions in grades GS-07 or GS-08 or the equivalent which requires coordination to ensure consistency of product, service, interpretation, or advice; conformance with the output of other units; and conformance with formal standards or agency policy. Subordinate supervisors typically coordinate with supervisors of other units to deal with requirements and problems affecting others outside the organization. Supervises more than one kind of work that represents a requirement for a distinctly different additional body of knowledge on the part of the supervisor.

Optional as appropriate: **A substantial portion of the workload for which the supervisor is responsible is regularly carried out at one or more locations which are physically removed from the main unit, under conditions which make day-to-day supervision difficult to administer.**